

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 111-06

June 28, 2006

POSITION: Utilization Manager

DEADLINE TO APPLY: July 12, 2006

CLASSIFICATION: JFS Manager - Children's Services

DEPARTMENT: Job and Family Services

LOCATION: 222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Salaried/Exempt

SALARY: \$46,779 Annually

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Master's Degree in Social Work or comparable Human Services related studies plus two (2) years of directly related experience in children services case load work; or a Bachelor's Degree plus four (4) years of directly related experience. (In lieu of the required Master's Degree upon hiring, incumbents in this classification must sign an agreement to obtain a Master's Degree in Social Work or comparable Human Service related field from an accredited college or university within an agreed-upon time frame to meet Agency certification requirements. Serves on-call 24 hours/7 days a week. Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI).

Listed below is a brief summary of the JOB DUTIES:

Supervises Utilization Management Workers. Supervisor is responsible for providing both individual and group supervision on a weekly basis. This supervision consists of: reinforcing the worker's knowledge of utilization management, processing timely referrals for behavioral health services, determining appropriate levels of care with appropriate intensity and duration, acting as a liaison between JFS and MSO staff, documenting service management in the on-line clinical record, effective communication and coordination with caseworkers, MSO staff and service providers, understanding the dynamics of child abuse and neglect, dynamics of substance abuse, cultural competency, and provides information about community resources. Supervises other staff as assigned. Assist Utilization Management Section Chief in the creation of processes, procedures, and major work objectives needed to create and maintain the Utilization Management unit. Monitor overall expenditures of contracted services and is responsible for ensuring service spending is within the contracted amount designated. Assists in collecting, analyzing and reporting monthly and quarterly utilization trend data. Will conduct special reviews in conjunction with the Utilization Management Specialist as needed on designated cases. Attends necessary training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.